



**TOWN OF BRENTWOOD  
SELECTBOARD  
TOWN OFFICE: 1 DALTON ROAD  
AGENDA FOR 04/04/2023 @ 6:00 PM**

- I. Convene
- II. Review and sign payroll and accounts payable register
- III. Review and approve the Consent Agenda: Subject to Change
  - a. Public Minutes 03/28/2023
  - b. Nonpublic Minutes 03/28/2023
  - c. Recreation Manifest
  - d. Treasurer's Report
  - e. Building Permits
- IV. Promotional Swearing in of Lieutenant Justin Doty
- V. Follow up Business
  - a. Building Permit for Rockingham County
  - b. Board reappointments
- VI. Discussion/Action Items
  - a. Joyce Keegal, Cemetery Superintendent: DNA Doe Project
  - b. Dexter Swasey: BHS capital improvements utilizing ARPA funds
- VII. Regular Business
  - a. Committee Updates
- VIII. Any other matter that may legally come before the Board
- IX. Public Comment
- X. Non-Public Session:  
May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i
- XI. Adjourn



**BRENTWOOD SELECTBOARD  
CONSENT AGENDA**

Brentwood Town Office: 1 Dalton Road  
Tuesday, April 04, 2023  
6:00 pm

Documents to be approved:

1. Public Minutes 03/28/2023
2. Nonpublic Minutes 03/28/2023 – sealed
3. Recreation Manifest
4. Treasurer's Report
5. Building Permits

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Selectboard Signatures

\*Please note that the Consent Agenda is subject to change until 4:00 pm the day of a scheduled Selectboard's Meeting.

# TOWN OF BRENTWOOD

To JUSTIN DOTY of Brentwood in said County of Rockingham.

Whereas there is a vacancy in the office of the BRENTWOOD POLICE DEPARTMENT in said Town and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you the said

JUSTIN DOTY as A LIETENTANT OF THE BRENTWOOD POLICE DEPARTMENT of said Town; and upon your taking the oath of office, and having this appointment and the certificate of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead and be compensated in the amount determined by the Board of Selectmen.

Given under our hands this 04<sup>TH</sup> DAY OF APRIL 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brentwood Selectboard

I, \_\_\_\_\_ do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an A LIETENTANT OF THE BRENTWOOD POLICE DEPARTMENT according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

State of New Hampshire,  
Rockingham County, ss.

Personally, appeared the above named \_\_\_\_\_ who took and subscribed the foregoing oath. Before me,

\_\_\_\_\_  
Town Clerk

Date received and recorded:

\_\_\_\_\_ Term expires: \_\_\_\_\_

## Karen Clement

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**From:** Biron, Philip <Philip.R.Biron@DOS.NH.GOV>  
**Sent:** Wednesday, March 29, 2023 2:05 PM  
**To:** Karen Clement  
**Cc:** Cady, Mitchell  
**Subject:** Rockingham County Complex

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Karen,

Pleasure speaking with you this afternoon. The Architects for this subjected project had reached out to our office last week to inform us that we will be handling this project for the Town of Brentwood. We had informed them that they would need to go back to the Town of Brentwood to receive a letter allowing the Office of the State Fire Marshal to act as their building official for this project per RSA 155-A:2. Once we receive that letter, we will be able to move forward with plan review, permit issuance and inspections.

If you need anything further, please let us know.

Thank you,



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**Phil Biron**  
**District Chief**

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**Department of Safety | Division of Fire Safety |**  
**New Hampshire State Fire Marshal's Office (FMO)**

*Bureau of Building Safety & Construction*

33 Hazen Drive (mailing)  
110 Smokey Bear Blvd. (physical)  
Concord, NH 03305  
Office: 603-223-4289  
Fax: 603-223-3609

**Arson Hotline: 1-800-400-3526**

Email: [Philip.R.Biron@DOS.NH.GOV](mailto:Philip.R.Biron@DOS.NH.GOV)

*"Saving lives and property through education, engineering & enforcement"*

**Web Site Address:** <http://www.nh.gov/safety/divisions/firesafety>

Subscribe to our [list serve](#) to receive public safety notices and press releases.

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Board	Membership	Term Expiration
ZBA		
Russ Kelly	Member	March-23
Kathy St. Hilaire	Alternate	March-23
Recreation		
Tammy MacNeil	Member	March-23
Jessica Duffy	Member	March-23
Erin Merrill	Alternate	December-23
Valerie Rogers	Alternate	December-23
Communications		
Stefanie Lewendon	Member	May-23
Steven Dawson	Member	May-23
Denette Schlager	Member	May-23
Letty Bedard	Member	May-23
Joshua Bertoulin	Member	May-23
Rebecca Dunham	Member	May-23
Bridget Zacher	Member	May-23



Town of Brentwood  
Town Administrator's Office  
1 Dalton Road, Brentwood, NH 03833

## STATEMENT OF INTEREST

### Subcommittee Membership Application

Subcommittee Selection: \_\_\_\_\_

Select one: ☐ New ☐ Re-Appointment      Select one: ☐ Voting Member ☐ Alternate ☐ Advisory

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Statement of Interest including experience/background/qualifications, etc. (resume can be attached).

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I understand that:

- This application will be presented to the Brentwood Select Board only for the position specified above and not for subsequent vacancies on the same subcommittee.
- This application will be available for public inspection (personally identifying information such as home address will be redacted).

After submitting this application for appointment to the Town Administrator:

- The application will be reviewed by the Select Board
- The Select Board will vote on your potential appointment at a subsequent meeting
- If appointed, you will be notified by the Town Administrator and will be required to complete any necessary paperwork prior to the start of your service on the subcommittee.

My signature below indicates that I have received a copy of New Hampshire's Right to Know Law, RSA Chapter 91-A, and the Town's Conflict of Interest Policy as adopted under RSA 31:39-a, and that I have read and understand the rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ ☐ Voting Member ☐ Alternate ☐ Advisory

Signed: \_\_\_\_\_

## Karen Clement

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**From:** Joyce Keegal <bwoodnhcem@gmail.com>  
**Sent:** Wednesday, March 22, 2023 8:59 PM  
**To:** Karen Clement  
**Subject:** Cemetery info

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Karen

For your consideration, scroll down for info on our cemetery remains. I like the idea of us co-signing the memorandum of understanding with DNA Doe Project (DDP) once they send it. I am also forwarding to you an info sheet DDP sent me as well. I am sending the info below and the info sheet to the cemetery trustees and the historical society as well so they are also in the loop.

Let me know if you have any questions and what you think. Do you want to put in on the agenda for next week...either as an agenda item or under notes? I can attend to answer any questions. I don't mind going last either.

I will wait to send this to others until I hear from you.

Thank you.

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Joyce Keegal  
Superintendent of Cemeteries  
Brentwood NH

Keeping everyone up to date with our remains...

Short recap, we have "historical" bones of (possible Deer Hill Poor Farm) Brentwood residents at the UNH Anthropology (FAIR) lab under the authorization of the State Medical Examiner. In order for us to have said remains returned to us for an honorable reburial, Vital Records has stated that they would like us to try and determine who the remains might be before they will issue a burial/transit permit. Said permit is required for us to have the remains returned to us.

UNH Anthropology suggested we do DNA genetic testing to see if we can determine the identity/family tree for the remains. They suggested we partner with them (UNH) and work with the DNA Doe Project (DDP). UNH would like to partner with us to do an anthropological research project on alms houses related to our remains/area. Any research they conduct would be shared with our Historical Society. DDP would do the genetic testing end of things. All of us would be working together to complete a well rounded project.

I (Zoom) met with Jennifer Stone Randolph, M.Sc. Director of Case Management for DDP and Dr Amy Michael from UNH Anthropology. Our case/situation is one that both Jennifer and Amy think would be of interest to the public and worth pursuing.

First step in the process was the meeting with Jennifer and Amy. Jennifer is going to start the preliminary conversation with Kevin Lord, DDP Lab Logistics Director, to get the official process started. Amy and I are going to come up with a 130 word "synopsis" of our case and send it to Jennifer who will then ask Kevin to review it, along with pictures and records of our remains. Both Jennifer and Amy are confident that we have

enough material(remains) that this would be a viable case and they are confident that Kevin will say yes to pursuing this. In the meantime, Jennifer will put together a "memorandum of understanding" (not necessarily a contract) for us (Brentwood) to review and sign off on.

What do we get in the memorandum of understanding? From what I understand, it is a document describing what DDP has to offer us and how the process works. What they have to offer (from what I understand) is access to their media dept and finance/fundraising dept. They are willing to help with media coverage, advertising, and fundraising, etc. We would work with them at the local and regional level, but they are willing to expand that to national if we want. (!) They will provide us media and financial assistance at the local level to start. Once it is determined that this is a case worth pursuing, DDP will help with the remains sample(s) selection for extraction and they will also set us up with fundraising. The approx ballpark cost per sample is estimated to be \$5000. We may get lucky and only need to run one sample, but there is the possibility of 2-3 total samples that will be run to obtain good results.

DDP does ask that there be a contact person with the town to authorize the memorandum of understanding and to have a point person within the town to work with DDP and UNH. I have talked briefly with Karen and I think she and I could be co-signers on this memorandum of understanding, with myself being the point person. You all are welcome to read and review the memorandum of understanding and offer feedback. Once we have reviewed the memorandum of understanding and signed off on it, the fundraising and media posting will begin. Once we have most of the funds raised, our remains will be added to the queue for analysis, etc.

My intent is to share this with you (and feel free to share with others) to get feedback and thoughts. I would like to ask Karen to put this on the agenda for next week's BOS meeting, even if it is the last thing to discuss and/or put in the notes/mail section of the agenda. Let me know if you have thoughts/questions. This is just a brief update and I am happy to chat more about this.



## Karen Clement

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**From:** Dexter Swasey <swaseydexter@gmail.com>  
**Sent:** Monday, April 3, 2023 11:18 AM  
**To:** Karen Clement  
**Subject:** BHS capital improvements utilizing ARPA funds

Karen,

Here is the summation for the funding request for the BHS through APRA funds.

Board of Selectmen,

The Grange building, site of the Brentwood Historical Society Museum, is the only town owned building without a well or septic system. There is presently only an incinerating toilet and portable rain barrel for summer watering that relies on the FD to periodically fill.

The BHS board of directors are in favor of pursuing these basic upgrades and would like to request the application of available ARPA funds for these projects to improve this town's building standards and needs. Following are the projected needs and estimated costs.

drilled well, pump and tank - \$15,500

septic holding tank + excavation - \$10,000

ADA w/c accessible bathroom sink + vanity - \$1500

toilet - \$250

rhanni gas on demand hot water tank - \$ 620

toilet safety bars - swing up \$116, wall mount \$30

Grange ramp materials + labor - \$1000

plumber - \$1000

electrician - \$500

Total - \$30,516

Respectfully submitted,

Dexter Swasey

President BHS